GF MINUTES FOR CEMETERY JANUARY 20TH, 2025
REGULAR MEETING FOR MONDAY JANUARY 20TH, 2025

CALL TO ORDER: **TIME:**6:00PM. **Adjourn ed:** 7:05 PM

ROLL CALL: David Kong (Chair), Beatriz Diaz (Clerk) – *medically excused* , Raul Rodriguez, Clara Valdivia, James Thorp

Public comments: Members of the public will be afforded the opportunity of a **3-minute** public comment and may do so when the board opens public comments. "The board will normally not respond to public comments". If an Item is on the agenda and you want to make a public comment, please save your comment when the item comes up.

1. **Public comments:** No public comment.

2. **Approval of Minutes for December 16th, 2025**
   Motion by: Clara Second by: Raul
   AIF: ALL, No Objections, No Abstentions, Motion: PASSES

3. **GREENFIELD CEMETERY DISTRICT MANAGER MANUEL MIRELES REPORT:**
   Manager Manuel is on medical leave. JT. (Jesus Tovar) gave report as follows:
   - Reported it's been a busy 2 weeks – 4 burials – the holes had to be dug by hand due to location.
   - Mentioned he had very little help.
   - Estimates there will be a total of 10 burials for the month off the top of his head.
   - Cleaned up waste – garbage and trimmings around the park. Mentioned getting a bigger unit.
   - Actively cleaning the stones with help and that creates more garbage.
   - Mentioned getting more gravel and there was a complaint that morning.
   - Informed the board that people have been peeling out in the cemetery.
   - Board member Jim suggested closing the gates at night. David informed that the gates were left open due to complaints that people wanted to go visit early. The board decided around three years ago according to Clara that they keep it open.
   - Jesus had to close the gates Wednesday in order to do maintenance.
   - Janet informed the board that there are hours on the website and the city's website.
   - Jesus mentioned that he couldn't move the tractor due to cars being in the way while he was digging the hole and filling it up with dirt.
   - Board member James suggested that closing sections when dirt is being moved.
   - Jim also suggested renting a mini excavator and the board agreed while that tractor was being repaired or potentially replaced. There is a trailer to haul it. Jim volunteered to go get a credit app.
   - Jesus mentioned the irrigation was a problem and it needs to be fixed. He says there is no water in many areas. A lot of lines had to be capped due to leaking. Mentioned people might get upset if he's digging trenches, but it needs to be redone. Grass us dormant at the moment, but we need to get the irrigation system done soon.
   - Raul asked about how many burials were done in December. There was no burials done in December. January there was 4 reported. Since December 16th to the 16th of January. There was 2 full body burials and 2 ashes.
   - Jesus said people were calling him during late hours nine or ten o'clock. Community workers also call him to set up their schedules. Prompting Raul to ask why those calls couldn't be made during business hours. Jesus responded it is a part of his job. Raul suggested establishing business hours. Jesus said this is a personal phone and he has to answer his phone. The board than established that he needs a business phone and he doesn't answer it when he's not working.
   - Clara requested that burial totals be a part of his report for next time.
   - Jesus brought up the stones and the bases and how they were made – saying it took three days to do it. He has a list of people to finish. He said he was going to start setting them without the cement because it's a long process and it's a three people job. Clara asked him to bring a list of how many stones were done. Raul asked how many were set since last meeting. He had only set one stone because he was doing other work. Raul thinks the stones should be a priority. Clara asked him to count them. Jesus said

the process isn't simple for a person that does not know it needs to dry. He said it takes three people to move the stones and set things into place.

- The mapping process was brought up and Jesus says that he's verifying each plot visually because he's discovered that some of the information is inaccurate. He used the term out of whack – which prompted a bigger conversation. The previous cemetery manager Raul Sanchez has a master map and board member Raul Rodriguez suggested we utilize his knowledge, and has suggested it previously. Overall, Jesus, went on to say that he does not wish to contact Raul Sanchez due to communication issues they've had working together. Claims of hostility were made. The master map was something that Raul Sanchez made on his own time, but members of the board and public agreed that it's something Jesus should have access to. It's a matter of a communication barrier. Currently Jesus has discrepancies with what has been established on the map. He suggest that various maps have different names at plots. He thinks it's due to working on/updating a new maps. Board member Jim states that it may all have different information due to having different managers over the years: Les Hill, Raul Sanchez, and Manuel Mireles. Board member Jim asked what Janet was hired to do – and the board clarified that Janet was hired to digitize the cemetery. The board suggested Janet get in contact with Raul Sanchez with the maps. Raul/the board wants to make sure that data isn't different when it comes to maps. Mister Sanchez is a youth of knowledge – seven years of it to be exact as brought to attention by board member Rodriguez.
- Public Comment: Sonia believes that Raul Sanchez should give the maps to compare due to being paid to do the maps to her understanding. States there's a lot of things out of place and focus on her opinion and the interim manager should be supported in his master plan.

4. GREENFIELD PROJECT MANAGER JANET THORP REPORT:

The report was as follows:

- Janet reported on the bill for the phone and paying the Greenfield Public Recreation District's half of the phone bill on the debit card that she has for supplies.
- Cemsites – Janet added the rest of block of B and will be starting block C.
- Sara from cemsites and Janet did our monthly check in and Janet let her know where she was on the programming. We established doing a quarterly report instead due to the fact that she's just doing reserves at the moment and didn't have a lot of information beyond that.
- David had been reaching out to SC Fuels in regards to gas cards and information on the account. She got names – Phyllis is the main contact the account.
- Janet updated the statement of charges to incorporate both English and Spanish on one statement. And she asked the boards position to accept the changes. The board agreed at the end of the meeting to approve the document.
- She gave updates on some issues brought to the last meeting. Janet communicated Beatriz Armador and she had made contact with her. Janet met with Jesus Tovar and we found her husband's plot and we discussed probing the plot/space next to her husband's plot it was open. Listening back to the previous meeting the space being too narrow to potentially accommodate another casket. Janet was working to rectify the issue of the Cemetery District in fact selling pre-plots to spouses.
- Janet informed took Jesus Tovar the printer she had been using for the District(s). Janet brought up that the Greenfield Public Recreation District would need to be reimbursed for ink because she just bought ink on the supply card from the Rec District.
- Janet brought up a new policy she researched to the subcommittee and the policy would be brought to the board when it came time voting on business matters later in the meeting.
- She reported the website had – 1,560 clicks on the website as of this afternoon.

5. INFORMATIONAL ITEM:

On December 16th, 2024 a number of the public attended the meeting expressing their concerns pertaining but not limited to the grass, plots (sizes and sales), items being placed on plots, and more as noted in the minutes. The board is working on a plan with the interim manager and has been in contact with Chris Lopez's office in regards to these issues.

A. The informational item will be brought to discussion by David Kong.

✓ David has been out in the cemetery looking at plots. He is taking his discoveries to closed session to get some board conversation generated.

B. The board will comment and or ask any questions on report.

✓ Jesus says there is an easy fix to one of the issues – the grass. It has been fading away to the stones. We can fix with a board/border and plant lawn.

C. The board will turn the floor over to any public comment(s).

✓ No public comment was made.

D. The board will finalize their comments and questions

✓ Discussed visitation later this week to discuss ongoing issues.

The board will discuss the appraisal update on the Holy Trinity property the Greenfield Cemetery District has expressed interest in purchasing to expand the Greenfield Cemetery.

A. The informational item will be brought to discussion by Raul Rodriguez.

✓ Raul explained that he got a recommendations on a commercial appraiser. Reception were nice and considerate and said it was something her boss would want to advise the board on. They asked for a copy of the appraisal. Said they might not have to do another appraisal. He got an email that he had not looked it over yet, so wanted to wait another month.

B. The board will comment and or ask any questions on report.

✓ Janet brought up that the lawyer from the county did suggest we do our own appraisal due to the District not being able to pay over market value.

C. The board will turn the floor over to any public comment(s).

✓ **Public comment:** Sonia says that we should do the appraisal for the purchase of the land rather than being back and forth and give the public the results.

✓ **Public comment:** Estabon was curious as to what exactly was being appraised in terms of the parcels and the board explained we're attempting to buy the back lot behind the cemetery.

D. The board will finalize their comments and questions

✓ Next month board member Rodriguez said he'll have prices on the appraisal/appraiser.

The board will discuss the Cemetery Convention in Monterey in March. Who's attending? Who applied for the scholarship?

A. The informational item will be brought to discussion by Raul Rodriguez.

✓ David brought up the cemetery convention, and asked if anyone was registered for the scholarship. Everyone said they were not.

B. The board will comment and or ask any questions on report.

✓ Jesus Tovar brought up he would like to attend, and the board concluded that was a good idea.

✓ Janet said that he'd need to talk to Phyllis due to her being accounts payable and not having a supply card for the Cemetery district.

C. The board will turn the floor over to any public comment(s).

✓ There was no public comment.

D. The board will finalize their comments and questions

✓ There was no final comments.

<u>BUSINESS ACTION ITEMS:</u>

- The board will complete their bi-yearly vote for the Board President and clerk for the next two years according to bylaws recently adopted on May 20th, 2024.

A. The business action item will be presented by Janet Thorp.

✓ David brought up the vote for the board president. He stated: board member Beatriz Diaz having been excused for medical absence asked that this was tabled until next meeting because she wants to be a part of discussion.

B. The board will make comments and or ask any questions.

C. The board will turn the floor over to any public comment(s).

D. The board will finalize their comments and questions.

E. The board will vote to elect a President for the Greenfield Cemetery District for 2025-2026: Motion: *Clara Valdivia made a motion to table this discussion and vote until the February meeting. Board member Raul Rodriguez seconded the motion. The board members in attendance voted unanimously to table this action item until next meeting*.

- The board will discuss and potentially adopt a new policy on the removal of flowers as brought to the board by the cemetery district subcommittee.

A. The informational item will be presented by Janet Thorp.

✓ The subcommittee would like to suggest a revision to the current 1st of the month policy to: Flowers left at lots will be me removed every first of the month if unsightly. The word being added is unsightly that way new flowers if brought in at the end of the month may remain.

B. The board will make comments and or ask any questions on the policies.

✓ Board member Raul says that he thinks it's good because the challenge/issue comes in on the 30th and the 31st it's removed. He thinks the addition will help.

✓ Jesus says that the community workers take it away if it's dead. He says that the issue is glass.

✓ Raul says other cemeteries stick to their rules.

✓ Jim asks if this particular rule is that flowers.

C. The board will turn the floor over to any public comment(s).

✓ Sonia comments that she sees a lot of other objects that conflicts with the rule: No monuments, effigies, enclosure, curbing, or shrubbery.

D. The board will finalize their comments and questions.

✓ The board and the subcommittee will discuss the above conflicting rule at another time. There is a big problem with broken glass according to Jesus.

E. The board will vote on the policy on flower removal based on what is presented to the board by the subcommittee:
Motion: *Board member Raul made a motion to add unsightly to the policy. Jim seconded the motion. The motion to add/change this policy was voted by the board members in attendance unanimously.*

- The board will discuss modifying the bylaws and the meeting time to adjust to a 5:30 PM start time for the Greenfield Cemetery District meeting instead of the 6:00 PM start time established on December 16th, 2024.

F. The informational item will be presented by Janet Thorp.

✓ The board expressed interest at last month's meeting to adjust the start time of the Cemetery District meetings to 5:30 and proposed to discuss/vote on the matter at this meeting.

G. The board will make comments and or ask any questions on the policies.

✓ Raul asked if this means that the start time will happen starting in February.

H. The board will turn the floor over to any public comment(s).

✓ Sonia was curious if this was only happening during the times getting dark earlier (two months). She expressed concern that people might not be able to make it do to work.

I. The board will finalize their comments and questions.

✓ David expressed that we're trying to do it earlier due to the amount of business we go over.

J. The board will vote on the purchasing of gravel for the winter season of 2024-2025 presented: Motion: *Raul made a motion to change the meeting time to 5:30 PM and adjust the bylaws to reflect the change of the meeting time. Clara seconded the motion. The board members in attendance voted on it unanimously.*

6. <u>GREENFIELD CEMETERY DISTRICT CURRENT EXPENSE SHEET IS ATTACHED TO THE AGENDA.</u>

A. The board will make any comments or questions.

✓ Board member Jim asked about the waste management about it being the dump. Jesus expressed we do not have an account for the Cemetery District.

B. The board will turn the floor over to any public comment(s).
- ✓ No public comment was made on the expense sheet.

C. The final recognition of the expenses will be acknowledged and the expense portion of the meeting will be closed.
- ✓ No final comments were made on the expense sheet.

7. **FINAL BOARD COMMENTS:**
   - Each member of the board will take 1 minute to add in any final comments or agenda items for the February 17th, 2025 meeting.

   A. The board will make their final comments.
   - ✓ Board member Raul Rodriguez – asked that we get details on the plots where the stones might be difficult to set due to location.

   B. The board will turn the floor over to any public comment(s).
   - ✓ No public comments were made on final board comments.

   C. The final comments section will be closed and the meeting will be turned over to closed session. Adjournment pending if the session needs to be re-opened.
   - ✓ No further comments were made.

8. **CLOSED SESSION:**
   - The board will discuss employees and be doing an overall employee review and issues brought to their attention throughout the month and following up their December 30th, 2024 emergency meeting.
     - ✓ The board had nothing to report at this time.

   - Lawyer, Brian Hughes, will join closed session via zoom.

9. **THE BOARD WILL OPEN THE SESSION BACK UP TO THE PUBLIC.**

The board opened the meeting back up. There was no public comment so the meeting was adjourned.